

**Personnel
Accountability
System for the
Common Access
Card (PAS/CAC)**
Version 1.0.1.1

User Guide

June 2005



Personnel Accountability System for the Common Access Card



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1 WELCOME TO PAS/CAC

Welcome to PAS/CAC, a software application that automates both shipboard and shore-based Personnel Accountability.

1.1 What is PAS/CAC?

The Personnel Accountability System for the Common Access Card or PAS/CAC, is a software application that through the use of Common Access Cards (CAC), automatically records the status of personnel as they check in and out. Personnel can be checked in or out by reading the Integrated Circuit Chip (ICC) on their Common Access Card (CAC) or by scanning the 3x9 barcode located on the back of the CAC or Teslin ID Card. The barcode scanning option mitigates the requirements for PIN entry necessary to access the CAC's ICC and expedites processing where security posture allows. PAS/CAC also displays to the operator, digital photos of cardholders stored in the PAS/CAC database to enhance cardholder identity verification.

Operators and Administrators can assign personnel processing out on Liberty to 'Buddy Groups' satisfying requirements of Liberty Policies while deployed overseas and assign 'Liberty Risk' categories to individuals with limited or restricted privileges. PAS/CAC includes a messaging capability, which alerts the operator the next time the intended recipient processes in or out. Operators and Administrators can also view and print reports of past and current and individual or overall personnel status; accountability and events within a specified date range.

1.2 What is a Common Access Card (CAC)?

The Common Access Card is the standard identification card issued to uniformed service members of the Department of Defense (DoD), DoD employees and certain contractors. The CAC is a Smart Card, the size of a standard credit card which contains an integrated circuit chip (ICC) embedded in its plastic. The ICC consists of a microprocessor that securely stores, processes, and updates data. This allows the CAC to manage valuable information, process transactions, authenticate identity, and provide access to networks or databases.





2 Getting Started

2.1 System Requirements

In order to use PAS/CAC, the hardware must meet the following requirements:

- ◆ Windows XP or Windows 2000
- ◆ Pentium class processor, 300 MHz or higher;
- ◆ Microsoft Internet Explorer 5.01 or later;
- ◆ Microsoft .Net Framework 1.1;
- ◆ Microsoft Data Access Components 2.6;
- ◆ 128 MB of RAM for Windows XP, 64 MB of RAM for Windows 2000 (256 MB or higher recommended);
- ◆ 200 MB of available hard disk space;
- ◆ 1024x768 or higher display resolution with 256 colors;
- ◆ PC/SC Smart Card Reader;
- ◆ USB or PS/2 barcode scanner with terminating keyboard wedge (if Bar Code support desired)



2.2 Installing PAS/CAC

Attention

The CAC reader must be set up with any required drivers installed before installing the PAS/CAC application.

Machine Administrator privileges are required to successfully install PAS/CAC.

PAS/CAC is installed like most other Windows-based applications.

1. Insert the CD into the CD-ROM drive.
2. From the Windows Start Bar, open Windows Explorer

OR

From the Desktop, double click 'My Computer'

3. Select the drive designated for the CD-ROM.
4. Select and double click the PASCAC icon (PASCAC.exe).

Note

Depending on your computer's configuration the PAS/CAC will begin installing the following components:

- Microsoft Data Access Components (MDAC)
- Microsoft .NET Framework
- Microsoft SQL Desktop Engine (MSDE)
- PAS/CAC

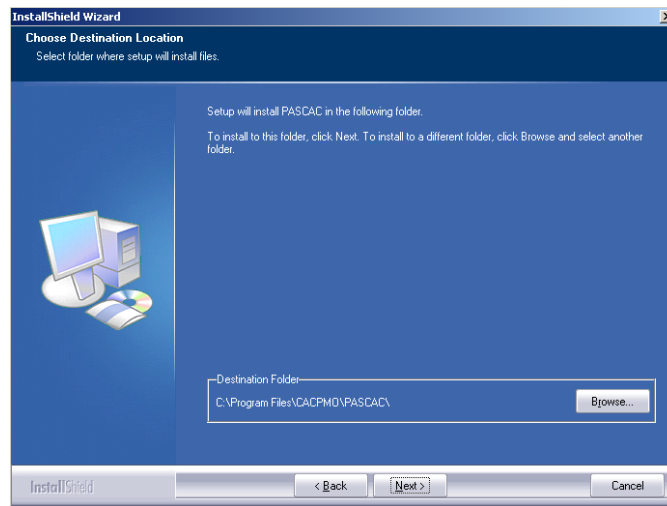
5. Follow the on-screen instructions and continue by clicking "Next" or "Install" when prompted.



Personnel Accountability System for the Common Access Card

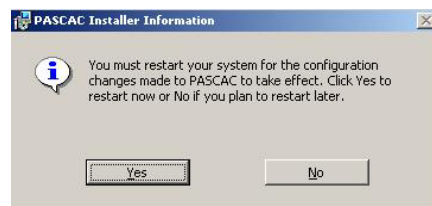


- At the 'Choose Destination Location' screen, you may optionally choose to install PAS/CAC in to another directory by selecting 'Browse' and pointing to the desired installation directory. To install to the default directory; select 'Next'.



Install Wizard

- Select 'Finish' when prompted.
- Restart the computer.



Restart to Complete Install

2.3 Initially Accessing PAS/CAC

Administrator access privileges must first be assigned before the PAS/CAC application can be operated. When the application is first started the operator has the option to either point to an existing database where the application has been installed and administrative rights established for example; another instance of PAS/CAC on a network, or the operator can create a new database on the local machine where administrative rights will be assigned to the first person starting and logging on to the system. In this case, as with all administrator log on attempts, the User's CAC must have a functioning ICC and the User must know their CAC PIN.

Important

It is strongly recommended that two or more Administrators be assigned privileges in PAS/CAC in the event an Administrator is unavailable or an Administrator's CAC fails or is lost or stolen

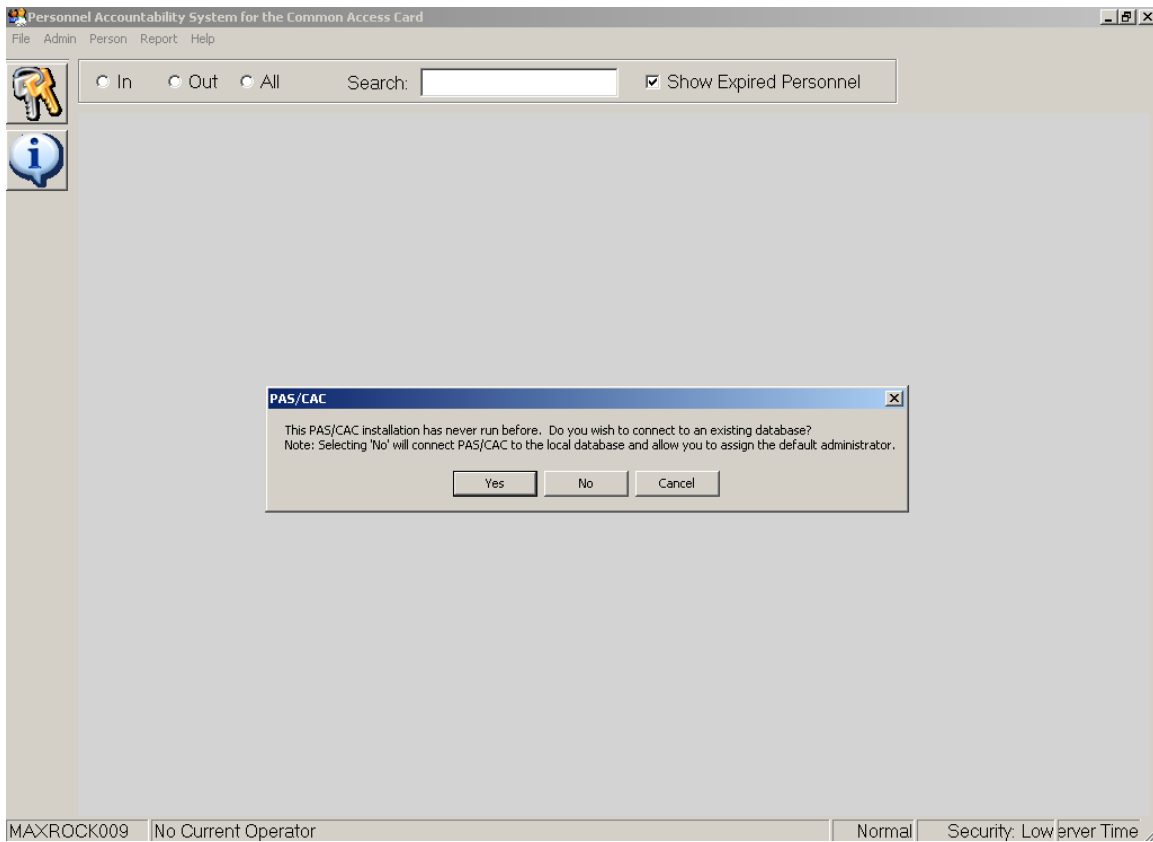


Personnel Accountability System for the Common Access Card



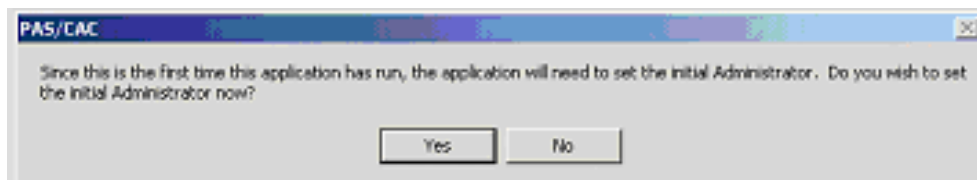
2.3.1 Creating and Connecting to a local database

1. From the desktop, double click on the PAS/CAC icon. A message will appear on the Main Screen asking if you would like to connect to an existing database. Click “No.”



Connect to Local Database Prompt

2. A second message is presented asking if you wish to set the initial Administrator now. Click “Yes.”



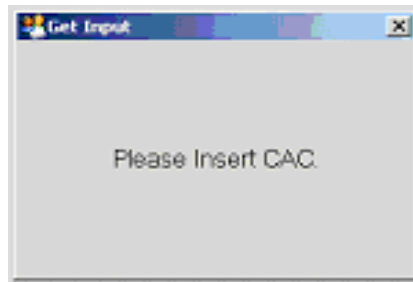
Set Initial Administrator Prompt



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3. When prompted, insert your CAC.



Insert CAC Prompt

4. When prompted, type your CAC PIN for the CAC in the text box and click "OK."

Important

Three consecutive incorrect PIN entries will cause the CAC to become locked.

A locked CAC can only be reset by a DEERS/RAPIDS issuance or CAC PIN Reset workstation



Enter PIN

5. When prompted, remove your CAC from the card reader.

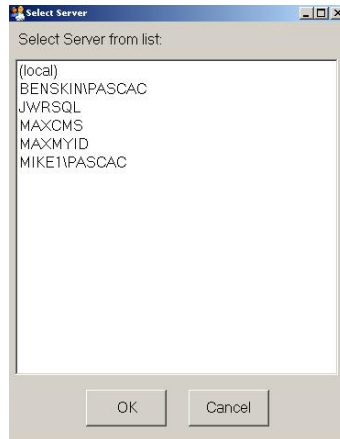


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2.3.2 Connecting to an existing Database

1. From the desktop, double click on the PAS/CAC icon. A window will appear on the Main Screen asking whether to connect to an existing database. Click “Yes.”
2. Select the database server you wish to connect to then click “OK”.



Select Server



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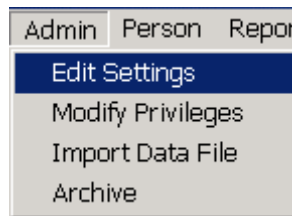
3 ADMINISTRATOR FUNCTIONS

An Administrator is a User responsible for any maintenance of the system not specific to PAS/CAC itself. This function is typically performed by a member of the existing IT staff and requires knowledge of operating systems and database concepts. Database administration knowledge may be required for system backups and recovery. In addition to the management of user roles and specific reporting abilities, the Administrator role will also include all permissions and access rights that an Operator is granted. This section provides all of the information needed to administer the PAS/CAC application.

3.1 Application Settings

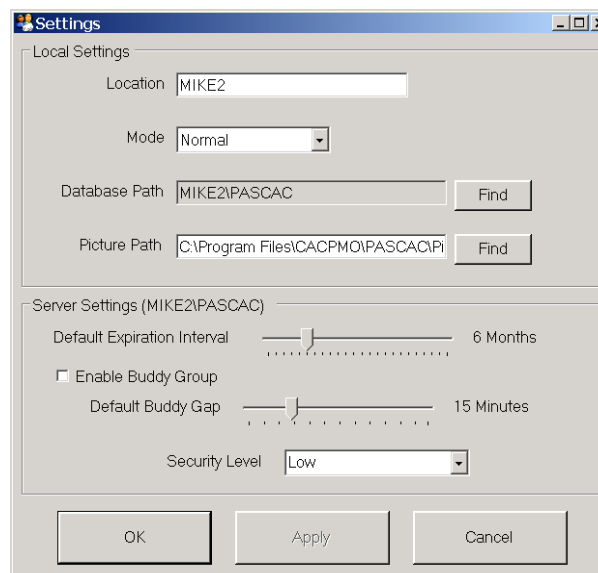
Users with administrative rights may modify PAS/CAC application settings to provide desired functionality or meet local requirements. PAS/CAC application settings that may be modified are further described in this section. To view or modify application settings:

1. Select 'Edit Settings' from the Admin menu.



Admin, Edit Settings

2. From the Settings Screen, modify settings as desired. Once all desired changes have been made, click 'Apply' and then 'OK' to save your changes.



Settings



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3.1.1 Location

The location defaults to the computer name when it is initially installed. If multiple access points exist, the location can be edited to reflect where the processing occurs. For example, it could be edited to read Quarterdeck, Flight Deck, Well Deck, etc. This allows system reports to show where personnel entered and/or exited.

3.1.2 Mode

A normal mode allows an operator and/or administrator to check personnel in and out of the designated area. If desired, the mode can be changed to Incoming or Outgoing to accommodate separate lanes allowing only incoming or outgoing access.

3.1.3 Database Path

The database path defaults to the PASCAC directory of the local machine unless PAS/CAC was pointed to an alternate database during setup. When desired, the PAS/CAC application can be pointed to an external database residing on another computer in a networked environment. This option allows all access points to communicate with a common database.

3.1.4 Picture Path

When first installed, the picture path defaults to a Pictures folder located within the PAS/CAC directory. If desired, the Picture Path can be pointed to an external database or an alternate directory on the local machine where cardholder digital photos are stored.

3.1.5 Default Expiration Interval

The default expiration interval assigns an expiration date to a cardholder's access privileges when the cardholder record is individually added to the database. For example, if the standard assignment to a vessel is six months, the default expiration interval can be modified to reflect that standard. It is possible to set the default expiration interval from one to twenty-four months.

3.1.6 Buddy Group

When the 'Enable Buddy Group' option is selected, all departing personnel must be linked to at least one other person before the Check Out transaction can be completed. Personnel that have been linked through a buddy grouping must return within a specified interval as determined by the 'Buddy Gap' setting. Linked personnel not returning within the specified 'Buddy Gap' interval are identified in the 'Buddy Exception' report when this option is enabled. 'Buddy' processing is further explained in Section 4.4.

3.1.7 Application Security Level

The Administrator can change the security level of the application to meet local requirements. There are three security levels: High, Medium, and Low. These levels are used to set the level of difficulty for gaining User access to PAS/CAC.



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Low: At this level, any Person with a valid cardholder record in the PAS/CAC database may Log In as an Operator by scanning the bar code of their CAC. Administrators must still Log In using their CAC ICC to perform tasks assigned to the Administrator Role.

Medium: At the Medium level, assigned Operators may Log In using a bar code reader. Only Operators can access PAS/CAC in this manner. Administrators must still Log In using their CAC ICC to perform tasks assigned to the Administrator role.

High: The High level is the default level. This level will require the CAC ICC to log into the application. Only Users with a valid CAC, that know their assigned PIN and are registered in the system's database as Administrators or Operators, can access PAS/CAC.



Personnel Accountability System for the Common Access Card

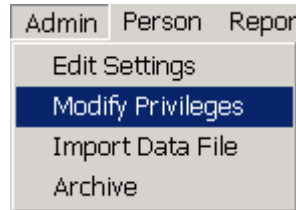


3.2 User Management

This process is used to add operators and/or administrators to the system.

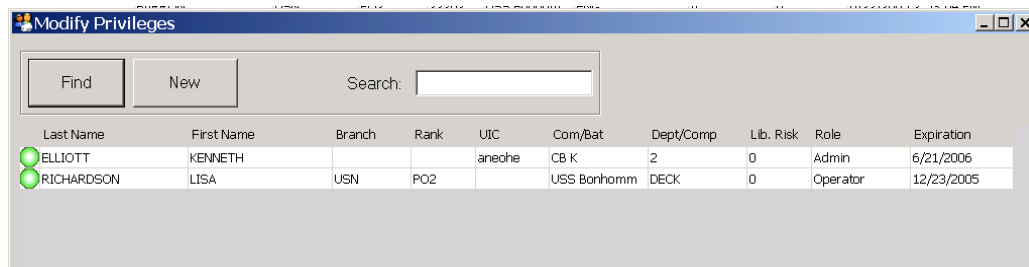
3.2.1 Adding a User Not Registered in the Database

1. Click 'Admin' from the menu bar at the top of the screen and select 'Modify Privileges.'



Admin/Modify Privileges

2. The system presents the 'Modify Privileges' screen, which displays a list of current operators and administrators.



Modify Privileges

From this screen and Administrator may add a new User by:

- a. Inserting the new User's CAC into the card reader and having them enter their CAC PIN when prompted. The 'Add Person' screen is presented displaying all information populated by the CAC ICC.
 - b. Scanning the new User's barcode. This method requires that you manually enter the new User's first and last name into the 'Add Person' screen as these are required entries not populated through bar code scanning.
 - c. Selecting 'New' and manually entering at a minimum, the new User's SSN, last and first name into the 'Add Person' screen.
3. From the 'Add Person' screen, select the User Role to be assigned to the new User and click 'OK' to save.



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SSN:

Last Name:

First Name:

Middle Name:

Role: **Cardholder**

UIC:

Branch: Rank:

Command/Battalion: Division/Platoon:

Department/Company: Duty Section:

Expiration Date:

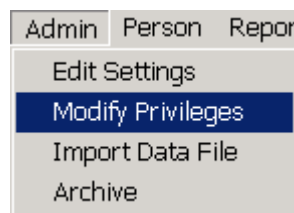
Liberty Risk:

Comment:

Add Person as User

3.2.2 Assigning User Privileges to Existing Cardholders

1. Click 'Admin' from the menu bar at the top of the screen and select 'Modify Privileges.'



Admin/Modify Privileges

2. The system presents the 'Modify Privileges' screen, which displays a list of current operators and administrators.

Last Name	First Name	Branch	Rank	UIC	Com/Bat	Dept/Comp	Lib. Risk	Role	Expiration
ELLIOTT	KENNETH			aneohe	CB K	2	0	Admin	6/21/2006
RICHARDSON	LISA	USN	PO2		USS Bonhom	DECK	0	Operator	12/23/2005

Modify Privileges



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From this screen an Administrator may recall an existing cardholder's record to assign Operator or Administrator privileges to that cardholder by:

- Inserting the Cardholder's CAC into the card reader and having them enter their CAC PIN when prompted.
- Scanning the Cardholder's barcode.
- Selecting 'Find' to perform a search of Cardholder records. Selecting 'Find' will present the 'Find Person to Modify Privileges' screen. From this screen you can filter displayed records by selecting 'Last Name' in the 'Select By' pull-down menu at the top of the screen and typing in the Cardholder's last name in the text box to the right. After identifying the correct Cardholder record to be modified, double click the record to select and present the 'Edit Person' screen.

Last Name	First Name	Bra	SSN	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration		
ABNEY	BARRON	USN	P01	22202	USS Bonho	CS	CO	0	6/22/2005 2:53:04 PM	6/25/2005
ADAMS	KENNETH	USN	P01	22202	USS Bonho	DECK	1ST	0	6/22/2005 3:19:20 PM	7/1/2005
ALCALA	ERICK	USN	P01	22202	USS Bonho	AIR	V3	0	6/21/2005 1:31:55 PM	9/1/2007
ALEX	THOMAS	USN	P01	22202	USS Bonho	CS	CA1	0	6/21/2005 1:25:15 PM	8/1/2005
ALINDOGAN	ERROL	USN	P01	22202	USS Bonho	ENG	EE	0	6/22/2005 2:53:04 PM	5/1/2006
ALLEN	FRANK	USN	P01	22202	USS Bonho	CS	CO	0	6/21/2005 1:38:25 PM	9/1/2005
ALONZO	JAKE	USN	P01	22202	USS Bonho	AIR	V1	0	6/21/2005 1:25:16 PM	8/1/2007
AMERSON	RONALD	USN	P03	22202	USS Bonho	EXEC	X1	0	6/21/2005 1:25:16 PM	6/1/2005
ANCHETA	ALFRED	USN	P02	22202	USS Bonho	AIR	V3	0	6/21/2005 1:25:15 PM	5/1/2008
ANDERSEN	TARA	USN	SN	22202	USS Bonho	DECK	1ST	0	6/21/2005 1:25:16 PM	5/1/2007
ANDREWS	CHRISTOPHER	USN	SA	22202	USS Bonho	ENG	MP	0	6/22/2005 2:53:04 PM	10/1/2007
ANSIPAUGHSNOW	DARRELL	USN	SR	22202	USS Bonho	ENG	MP	0	6/21/2005 1:25:17 PM	4/1/2008
BAHOY	DONA	USN	P01	22202	USS Bonho	SUP	S9	0	6/21/2005 1:25:15 PM	3/1/2008
BALANA	RAFAEL	USN	P02	22202	USS Bonho	AIMD	IM3	0	6/21/2005 1:25:15 PM	6/1/2006
BARNES	CHARLES	USN	P01	22202	USS Bonho	CS	CR1	0	6/21/2005 1:25:15 PM	7/1/2006
BARNETT	SAMUEL	USN	SN	22202	USS Bonho	CS		0	6/21/2005 1:25:16 PM	4/1/2009
BARTEL	DANIEL	USN	SN	22202	USS Bonho	OPS	OT	0	6/21/2005 1:25:16 PM	5/1/2008
BAUTISTA	JACQUELINE	USN	P03	22202	USS Bonho	SUP	S6	0	6/21/2005 1:25:16 PM	9/1/2006
BECIROVIC	SANEL	USN	P03	22202	USS Bonho	ENG	EE	0	6/22/2005 2:53:04 PM	7/1/2005
BERG	CHRISTINA	USN	SN	22202	USS Bonho	EXEC	X2	0	6/21/2005 1:25:16 PM	9/1/2006
BETCHER	TODD	USN	P02	22202	USS Bonho	DECK	DALT	0	6/21/2005 1:25:15 PM	1/1/2007
BILEN	JAYSON	USN	P03	22202	USS Bonho	AIMD	IM2	0	6/21/2005 1:25:16 PM	8/1/2004
BOLDEN	LEE	USN	SN	22202	USS Bonho	NAV	NN	0	6/21/2005 1:25:16 PM	8/1/2007
BRAUNE	JUSTIN	USN	ENS	22202	USS Bonho	OPS	OI	0	6/21/2005 1:25:15 PM	7/1/2006
BROWN	JIMMY	USN	CPO	22202	USS Bonho	ENG	A	0	6/21/2005 1:25:15 PM	12/1/2007
BROWN	ALVIN	USN	SN	22202	USS Bonho	SUP	S10	0	6/21/2005 1:25:16 PM	12/1/2004
BROWN	JAMES	USN	P03	22202	USS Bonho	EXEC	X4	0	6/21/2005 1:25:16 PM	5/1/2005
BROWN	MATTHEW	USN	P03	22202	USS Bonho	EXEC	X3	0	6/21/2005 1:25:16 PM	10/1/2006

Find Person to Modify Privileges



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3. From the 'Edit Person' screen, select the User Role to be assigned to the Cardholder and click 'OK' to save.

SSN: *****5164

Last Name: TESTERTHREE OBERTHUR

First Name: JDM

Middle Name:

Role: Operator

UIC: NT2345

Branch: USN

Rank: CPO

Command/Battalion: CAC PMO

Division/Platoon: PKI

Department/Company: CNI CAC PMO

Duty Section: CAC PMO

Expiration Date: Saturday, January 07, 2006

Liberty Risk: 0

Comment:

Message:

OK Cancel

Add Person as User

3.2.3 User Search

From the 'Modify Privileges' screen, type the last name of the User record you wish to view into the 'Search' text box at the top of the screen.

OR

Click on 'Find' from the 'Modify Privileges' screen and select the desired element in the 'Select By' pull-down menu at the top of the 'Find Person to Modify Privileges' screen to filter your search.

OR

If the user is present with their CAC, from the 'Modify Privileges' screen, you may read the ICC of the User's CAC or scan the barcode as described previously in this section to recall an existing User's record.



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3.2.4 Modifying User Privileges

Administrators modify the privileges of Users as previously described in this section from the 'Edit Person' screen. However, in addition to using the User Search options described above to select a record for edit, Administrators may also:

1. From the PAS/CAC main screen, double click on the desired record to present the 'Edit Person' screen. The search options at the top of the screen may be used to filter the display of Cardholder records as desired.

OR

From the PAS/CAC main screen, click on the 'Edit Person' icon from the vertical tool bar on the right.



Edit Person Shortcut

2. From the 'Find Person to Edit' screen, select desired search options at the top of the page to filter the Cardholder records display.
3. Double click on the Cardholder record to be modified to present the 'Edit Person' screen.

3.3 Database Management

3.3.1 Personnel Records Import

The PAS/CAC application includes an import option for the upload of multiple personnel records from the U.S. Navy's Relational Administrative Data Management System (RADM). To use this option, a personnel export file by Duty Section (DS) must be generated by RADM in the format below and saved to a directory accessible by PAS/CAC.

lname, fname, mname, rate, rank, dept, div, wc, ssn, deactvtd_dt, prd, eaos, npert_duty_sect, sect_of, pay_seq, paygrade, c_uic, c_dept, c_div, c_wc, cmpt_no, bunk_no
--

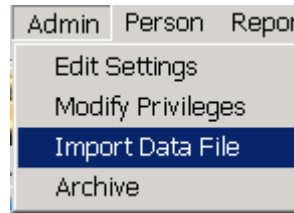
RADM Export Format



Personnel Accountability System for the Common Access Card



1. Select 'Import Personnel Data' from the Admin menu.



Admin, Import Data File

2. From the 'Import Data File' dialog box, select the applicable Branch of Service and type in the Command to be applied to imported records.

Note

Branch of Service and Command entries are provided as they are not included in the RADM export. If these elements vary for personnel within a given export file, individual records will have to be individually edited following export as required.

A screenshot of a web application dialog box titled 'Import Data File'. It contains three input fields: 'Branch' with a dropdown menu showing 'US Navy', 'Command' with an empty text box, and 'File' with an empty text box. To the right of the 'File' field is a button labeled 'Select Import File'. Below these fields is a large 'Import' button.

Import Data File

3. Select the 'Select Import File' button.
4. From the 'Open File' dialog box, select the directory where the export file is located, select the file to be imported and click on the 'Open' button.
5. The name of selected file to be imported in the 'Import Data File' dialog box. If correct, click on the 'Import' button.



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6. Upon completion of import, repeat steps 2 through 5 to import additional export files as necessary.
7. Once all desired export files have been imported, click on the 'X' in the upper right hand corner of the 'Import Data File' dialog box to dismiss it.

3.3.2 Displaying Digital Photos

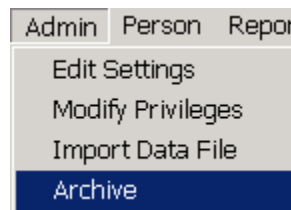
Digital photos of cardholders saved in a .jpg format may be optionally displayed each time a Cardholder Checks In or Out or whenever the 'Edit Person' dialog of the Cardholder is presented.

To display Cardholder photos, the photos must be named with the Cardholder's 9 digit SSN and stored in a directory accessible to the PAS/CAC application. When first installed, the PAS/CAC application creates a photo directory located in the PAS/CAC program directory for this purpose and defaults the 'Picture Path' setting to point to this location. It is not necessary that digital photos be stored in this directory however, if the digital photo storage directory is to reside in a location other than the local machine for shared access by multiple PAS/CAC workstations, the directory must be shared to allow access over the network. Where the default directory is not utilized, the Administrator must modify the 'Picture Path' setting to point to the directory where photos are stored.

3.3.3 Archiving Records

The option to archive database records enables Administrators the ability to manage the active database tables and maintain the PAS/CAC application's processing speed and efficiency. The archive process moves past events occurring prior to a specified and expired Cardholder records from the active database tables to archive tables.

1. Select 'Archive' from the Admin menu.



Admin, Archive

2. From the 'Archive Screen', select the 'Archive tab'.
3. Select the desired date from the 'Selected Date' drop-down menu for which preceding event and or buddy group activity and or the records of cardholders with preceding expiration dates are to be archived.
4. Select the data to be archived (e.g., Events, Buddy Groups, Personnel).

Note

Multiple data sets may be selected and archived simultaneously.



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Archive | Purge

Archiving will move all the selected data into the archive tables within the database. Note: If Archive Personnel is chosen, the system will automatically archive events and buddy groups.

Selected Date: Thursday, June 24, 2004

☐ Archive Events (Archives all events that are older than the selected date.)

☐ Archive Buddy Groups (Archives all Buddy Groups that have a close date that is older than the selected date.)

☐ Archive Personnel (Archives expired personnel whose expiration date is older than the selected date.)

Archive

Archive

5. Click on the 'Archive' button.

3.3.4 Purging Records

The option to purge database records enables Administrators the ability to manage the overall size of the PAS/CAC database. All records with activity preceding the selected purge date are permanently removed from the archive tables.

1. Select 'Archive' from the Admin menu.
2. Select the Purge tab from the 'Archive' screen.
3. Select the date from the 'Selected Date' drop-down menu for which all records with preceding activity are to be permanently removed from the archive tables.



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Archive Purge

Purging the database will remove all records that are older than the selected date PERMANENTLY from the archive tables. Note: You are unable to purge records more recent than 1 month.

Selected Date: Thursday, June 24, 2004

Purge

Purge

4. Click on the 'Purge' button.



4 OPERATOR PROCESSING FUNCTIONS

This section provides Users an overview of PAS/CAC functionality and guides the Operator through processing steps typically encountered during the routine use of PAS/CAC in effectively managing personnel accountability.

4.1 Logging In and Out

The PAS/CAC application requires that an Operator log in before the application can be operated. This feature provides a measure of system accountability by capturing the following information during the Operator Log In process:

- ◆ Location where operator logged in
- ◆ Operator's name
- ◆ Card type
- ◆ Time operator logged in or out
- ◆ Event (logged in or logged out)

4.1.1 Login with CAC ICC

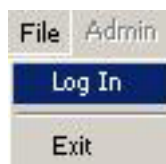
1. Double-click the PAS/CAC icon from your computer Desktop
2. From the main screen, select the login shortcut button from the vertical toolbar located on the right side of the main screen.



Login Shortcut

OR

Select 'Log In' from the 'File' menu at the menu bar located at the top of the main screen.



File, Login



Personnel Accountability System for the Common Access Card



3. When prompted, insert your CAC into the card reader.



Enter PIN

Important

Three consecutive incorrect PIN entries will cause the CAC to become locked.

A locked CAC can only be reset by a DEERS/RAPIDS issuance or CAC PIN Reset workstation

4. When prompted, enter your CAC PIN and click on the 'OK' button.

When prompted, remove your CAC from the card reader.

4.1.2 Login by Barcode

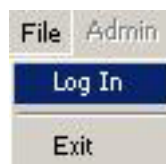
1. Double-click the PAS/CAC icon from your computer Desktop
2. From the main screen, select the login shortcut button from the vertical toolbar located on the right side of the main screen.



Login Shortcut

OR

Select 'Log In' from the 'File' menu.



File, Login



Personnel Accountability System for the Common Access Card



3. When prompted, scan the 3x9 barcode on the back of your CAC or Teslin ID card.

Note

It is not possible to login using the bar code scanner when the application security level is set to "High."

4.1.3 Logging Out

1. From the vertical tool bar, select the logout shortcut button.



Logout Shortcut

OR

Select 'Log Out' from the 'File' menu.



File, Log Out

2. The System terminates your session and records the Log Out in the User log.



Personnel Accountability System for the Common Access Card




4.2 Main Screen (Records Display)

The Main Screen displays the active (un-archived) records of all personnel stored in the PAS/CAC database.

	Last Name	First Name	Branch	Rank	UIC	Com/Bat	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
●	ALPHA	SAILOR	USN	LT	N00001	USS BHR	AIR	VO	0	6/27/2005 08:27:55	12/27/2005
●	BRAVO	SAILOR	USN	SR	N00001	USS BHR	SUP	SS	0	6/27/2005 08:29:25	12/27/2005
●	CHARLIE	SAILOR	USN	SA	N00001	USS BHR	CS	CO	0	6/27/2005 08:31:48	12/27/2005
●	DELTA	SAILOR	USN	LCDR	N00001	USS BHR	ENG	MP	0	6/27/2005 09:15:23	12/27/2005
●	ECHO	SAILOR	USN	LT	N00001	USS BHR	NAV	NN	0	6/27/2005 09:16:14	12/27/2005
●	FOXTROT	SAILOR	USN	PO3	N00001	USS BHR	ENG	MP	0	6/27/2005 09:18:22	12/27/2005
●	GOLF	SAILOR	USN	PO1	N00001	USS BHR	CS	CO	0	6/27/2005 09:20:15	12/27/2005
●	HOTEL	SAILOR	USN	WO1	N00001	USS BHR	NAV	NN	0	6/27/2005 09:21:11	12/27/2005
●	INDIA	SAILOR	USN	SA	N00001	USS BHR	SUP	SS	0	6/27/2005 09:21:58	12/27/2005
●	JULIET	SAILOR	USN	LT	N00001	USS BHR	AIR	VO	0	6/27/2005 09:22:44	12/27/2005
●	LAST	FIRST	USN	CPO	N24396	USS BHR	AIR	VO	0	6/27/2005 08:20:23	12/27/2005
●	TESTER EIGHT GEMPLUS	NO JDM	USN	PO1					0	6/24/2005 12:47:26	12/24/2005
●	TESTER FOUR OBERTHUR	NO JDM	USN	SCPO					0	6/24/2005 12:30:22	12/24/2005
●	TESTER SEVEN GEMPLUS	JDM	USN	PO2					0	6/24/2005 12:34:02	12/24/2005
●	TESTER ONE AXALTO	JDM							0	6/24/2005 12:48:20	6/24/2006
●	TESTER THREE OBERTHUR	JDM	USN	CPO					0	6/24/2005 12:29:59	12/24/2005
●	TESTER TWO AXALTO	NO JDM	USN	PO1					0	6/24/2005 12:29:41	12/24/2005

Main Screen (Records Display)

The Main Screen displays the following information for each individual database record:

- ◆ Current Status indicator in front of each name 
A green dot indicates that the cardholder is checked in.
A red dot indicates the cardholder is checked out.
- ◆ Cardholder's name
- ◆ Branch of Service
- ◆ Rank
- ◆ Duty assignment information (e.g., UIC, Command or Battalion, Department or Company and Division or Platoon)
- ◆ Liberty Risk assignment code (0-9)
- ◆ Last Status Change (When an individual last checked in or out)
- ◆ Expiration date (Date when the individual is no longer expected to require access)

Displayed records may be sorted by any of these fields by clicking on the field title at the top of each column.



4.2.1 Searching and Filtering Records

Utilizing the optional Search Criteria at the top of the Main Screen, the operator can narrow or expand the list of cardholder records displayed. There are two ways to narrow or expand the list. These two methods can be used separately or together.

To filter Cardholder records by current status:

- ◆ Select the desired current status radio button

<input type="radio"/> In	Display only the personnel that are currently checked in
<input type="radio"/> Out	Display only the personnel that are currently checked out
<input type="radio"/> All	Display all personnel, regardless of their in/out status

Filter Radio Buttons

To filter or search cardholder records by name:

Search:

Search Box

- ◆ In the Search Text Box, begin typing the cardholder's **last name**.

The Main Screen displays only those cardholders whose last names begin with the letters typed. If the entire last name is typed in, only the record(s) of Cardholders with that last name are displayed.

4.3 Check Personnel In and Out

The Check In/Out functions are used to check personnel in and out as they board and exit a designated ship or facility.

4.3.1 Check In/Out Using the CAC ICC

Operators may check cardholders In and Out by inserting their CAC into a Smart Reader, which reads data written to the ICC of the CAC to recall and display their database record. This method of processing provides an additional level of security, as it requires correct CAC PIN entry for enhanced cardholder identity verification.

1. From the Main Screen, insert the CAC of the processing cardholder into the card reader.
2. When prompted, the Cardholder enters their assigned CAC PIN.
3. The Cardholder or Operator presses the 'Enter' or 'Return' key of the keyboard.



Personnel Accountability System for the Common Access Card



OR

The Operator clicks on the OK button of the 'Enter PIN' dialog box.



Enter PIN

Check In/Out Dialog

The 'Check In/Out' dialog displays a digital photo of the cardholder and basic cardholder demographic and duty assignment information. If the Cardholder's last recorded status is Checked Out, the Check In button is highlighted in green. If the Cardholder's last recorded status is Checked In, the Check Out button is highlighted in red.



Check In/Out Dialog Box

4. Click on the 'Check In' or 'Check Out' button to record the updated status of the Cardholder.

OR

Press the 'Enter' or 'Return' button on the computer keyboard to update the Cardholder's status to reflect the status indicated by the highlighted button.



Personnel Accountability System for the Common Access Card



OR

Click on the 'Cancel' button to cancel the transaction and leave the Cardholder's current status unchanged.

5. When prompted, remove the Cardholder's CAC.

4.3.2 Check In/Out Using the Barcode

Operators may check cardholders In and Out by scanning the 3x9 barcode located on the back of the Cardholder's CAC or Teslin ID card. This method significantly expedites processing by eliminating Cardholder PIN entry requirements.

1. From the Main Screen, scan the barcode of the processing cardholder's CAC or Teslin ID.

Check In/Out Dialog

The 'Check In/Out' dialog displays a digital photo of the cardholder and basic cardholder demographic and duty assignment information. If the Cardholder's last recorded status is Checked Out, the Check In button is highlighted in green. If the Cardholder's last recorded status is Checked In, the Check Out button is highlighted in red.

Check In/Out Dialog Box

2. Click on the 'Check In' or 'Check Out' button to record the updated status of the Cardholder.

OR



Personnel Accountability System for the Common Access Card



Press the 'Enter' or 'Return' button on the computer keyboard to update the Cardholder's status to reflect the status indicated by the highlighted button.

OR

Click on the 'Cancel' button to cancel the transaction and leave the Cardholder's current status unchanged.

4.3.3 Manual Check In/Out

Operators may check Cardholders In and Out manually in the event the Cardholder's CAC has failed or become lost or stolen. Since the PAS/CAC database may contain numerous Cardholder records, PAS/CAC allows you to filter displayed records by varying criteria or perform an individual search for a cardholder record to process. There are two methods for performing this task.

Using the Search Function on the Main Screen

1. Enter the last name of the Cardholder you wish to check in/out into the search box located at the top of the Main Screen.

Search:

Search Box

2. Double click on the 'Status Indicator'  to the left of the person's name.

Last Name	First Name	Branch	Rank	UTC	Com/Bat	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
ALCALA	ERICK	USN	SN	22202	USS Bonhom	AIR	V3	0	6/21/2005 1:31:55 PM	9/1/2007

Personnel Information

3. From the Check In/Out dialog, click on the 'Check In' or 'Check Out' button to record the updated status of the Cardholder.

OR

Press the 'Enter' or 'Return' button on the computer keyboard to update the Cardholder's status to reflect the status indicated by the highlighted button.

OR

Click on the 'Cancel' button to cancel the transaction and leave the Cardholder's current status unchanged.



Personnel Accountability System for the Common Access Card

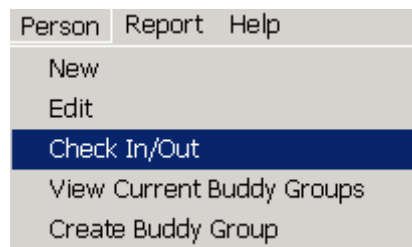


The screenshot shows a 'Check In/Out' dialog box. At the top, it displays 'Name: TESTER FIVE AXALTO, JDM' and 'Branch: USN'. Below this, it shows 'Rank: PO3', 'Liberty Risk: 0', and 'UIC: N12345'. A central area contains a photo of a man with red facial markers. To the right of the photo, there are labels for 'Command/ Battalion: CNI', 'Department/ Company: CAC PMO', 'Division/ Platoon: PMO', and 'Duty Section: PKI'. A 'Comment:' field is also present. At the bottom left, there are three buttons: 'Check In' (green), 'Cancel', and 'Check Out'. Below these buttons is a text area labeled 'Current Buddy Group'.

Check In/Out Dialog Box

Using the Check In/Out Menu or Shortcut Button

1. From the Main Screen, click the 'Person' menu from the menu bar at the top of the screen and select 'Check In/Out'



Person/Check In/Out

OR

Click the Check In/Out shortcut button from the vertical tool bar located on the right side of the Main Screen.



Check In/Out Shortcut

2. From the 'Find Person to Check In/Out' screen, select the desired filter option from the 'Select by' drop-down menu box.



Personnel Accountability System for the Common Access Card



3. Type in desired search criteria into the text box to the right of the 'Select by' drop-down menu box.

Last Name	First Name	Branch	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
TESTER FIVE AXALTO	JDM	USN	CAC PMO	PMO	0	7/10/2005 17:50:18	1/10/2006
TESTER ONE AXALTO	JDM	USN	CNI	PMO	0	7/9/2005 10:23:40	7/9/2006
TESTER THREE OBER	JDM	USN	CNI CAC PMO	PKI	0	7/10/2005 16:02:21	1/10/2006

'Select by' Drop-Down Menu

3. Double click anywhere on the cardholder record.

Last Name	First Name	Branch	Rank	UIC	Com/Bat	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
TESTER FIVE AXALTO	JDM	USN	PO3	N1234	CNI	CAC PMO	PMO	0	7/10/2005 17:50:18	1/10/2006

Personnel Information

4. From the Check In/Out dialog, click on the 'Check In' or 'Check Out' button to record the updated status of the Cardholder.

OR

Press the 'Enter' or 'Return' button on the computer keyboard to update the Cardholder's status to reflect the status indicated by the highlighted button.

OR

Click on the 'Cancel' button to cancel the transaction and leave the Cardholder's current status unchanged.



Personnel Accountability System for the Common Access Card



Check In/Out

Name: TESTER FIVE AXALTO, JDM Branch: USN

Rank: PO3 Liberty Risk: 0 UIC: N12345

Command/Battalion: CNI

Department/Company: CAC PMO

Division/Platoon: PMO

Duty Section: PKI

Comment:

Check In Cancel Check Out

Current Buddy Group

Check In/Out Dialog Box

4.4 Buddy Group Processing

The Liberty policies of various Commands commonly referred to as “Buddy Policies”, require that sailors granted liberty or pass privileges be accompanied by at least one other member of that sailor’s command while on liberty outside the continental US (OCONUS). When the Buddy Groups feature is enabled, it enforces this policy and requires all departing personnel be linked to at least one other person before the Check Out transaction is accepted. Personnel that have been linked through a buddy grouping must return within a predetermined time specified by the PAS/CAC Administrator. If this does not occur, an exception is recorded by PAS/CAC, which can be reviewed through the ‘Buddy Exception’ report.

4.4.1 Creating and Checking Out Buddy Groups

1. The first member of an intended ‘Buddy Group’ is checked out in the same manner as any method described in Section 4.3 ‘Check Personnel In and Out’.
2. The ‘Create New Buddy Group’ screen is presented which displays the record of the first member of the buddy group. From this screen, click on the ‘Add’ button to add another Cardholder to the buddy group.



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Last Name	First Name	Rank	UIC	Com/Bat	Dept/Comp	Div/Pltn	Lib. Risk	
TESTERTHREE	OBERTH	JDM	CPO	N1234	CAC PMO	CNI CAC PMO	PKI	0

Create New Buddy Group

3. Check out the second Cardholder similarly to add that person to the buddy group.
4. Continue until all intended buddy group members have been added to the buddy group list.
5. Click the 'Check Out' button from the 'Create New Buddy Group' screen to check out all members of the group.

OR

Click on the 'Cancel' button to cancel the transaction and leave the Cardholder's current status unchanged.

4.4.2 View Buddy Groups

Buddy Groups remain 'Current' until all members of that group have been checked in. Current buddy groups may be viewed by clicking on the 'Person' menu from the menu bar then selecting 'View Current Buddy Groups'.



Person, View Current Buddy Groups

4.4.3 Checking In a Buddy Group

Returning members of a buddy group are checked in in the same manner as any method described in Section 4.3 'Check Personnel In and Out'. As buddy group members check in, the 'Check In/Out' screen of each Cardholder displays to the Operator, the current status of all remaining members of that group.



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Check Out	Last Name	First Name	Rank	Time In
✓ 7/10/2005 21:23:15	ALINDOGAN	BRROL	PO3	

Check In Buddy Group

4.5 Add Person

This Add Person function adds records of not previously registered to the PAS/CAC database.

4.5.1 Add Person Using the CAC ICC

Operators may add cardholder records to the PAS/CAC database by inserting their CAC into a Smart Reader, which reads and captures data written to the ICC of the CAC to automatically populate their database record. This method eliminates manual data entry and associated errors.

1. From the Main Screen, insert the CAC of the Cardholder to be added into the card reader.
2. Click 'Yes' on the 'Add Person' message box.

OR

Click 'No' to cancel.

Add Person

3. When prompted, the Cardholder enters their assigned CAC PIN.



Personnel Accountability System for the Common Access Card



4. The Cardholder or Operator presses the 'Enter' or 'Return' key of the keyboard.

OR

The Operator clicks on the OK button of the 'Enter PIN' dialog box.



Enter PIN

5. From the 'Add Person' dialog, enter any desired data not populated from the CAC ICC by selecting from available drop-down entries and typing into the text boxes.

Add Person

6. Press the 'OK' button on the 'Add Person' dialog to save the Cardholder record.

4.5.2 Add Person Using the Barcode

Operators may add cardholder records to the PAS/CAC database by scanning the 3x9 barcode printed on the back of their CAC or Teslin ID card. Adding Cardholders by this method populates the SSN of cardholders on the 'Add Person' dialog.

1. From the Main Screen, scan the barcode printed on the back of the CAC or Teslin ID of the Cardholder to be added into the card reader.



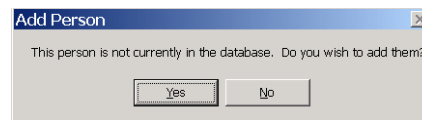
Personnel Accountability System for the Common Access Card



2. Click 'Yes' on the 'Add Person' message box.

OR

Click 'No' to cancel.



Add Person

3. From the 'Add Person' dialog, enter any desired data by selecting from available drop-down entries and typing into the text boxes.

Add Person Information

4. Press the 'OK' button on the 'Add Person' dialog to save the Cardholder record.

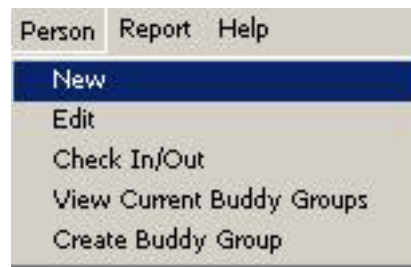
4.5.3 Add A Person Manually

Operators may add Cardholder records manually in the event the Cardholder's CAC has failed or become lost or stolen.

1. From the Main Screen, click the 'Person' menu from the menu bar at the top of the screen and select 'New'.



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Person, New

OR

Click on the 'Add Person' shortcut button from the vertical tool bar located on the right side of the Main Screen.



Add Person Shortcut Button

- From the 'Add Person' dialog, enter any desired data by selecting from available drop-down entries and typing into the text boxes.

Add Person Information

- Press the 'OK' button on the 'Add Person' dialog to save the Cardholder record.



Personnel Accountability System for the Common Access Card



4.6 Edit Person/Leave a Message

Operators may edit Cardholder records, edit their Liberty Risk data and assign comments or messages, which will be presented each time the Cardholder checks In or Out. Since the PAS/CAC database may contain numerous Cardholder records, PAS/CAC allows you to filter displayed records by varying criteria or perform an individual search for a cardholder record to process. There are two methods for performing this task.

Using the Search Function on the Main Screen

1. Enter the last name of the Cardholder record you wish to edit into the search box located at the top of the Main Screen.

Search Box

2. Double click anywhere on the record except the 'Status Indicator'.

Last Name	First Name	Branch	Rank	UIC	Com/Bat	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
ALCALA	ERICK	USN	SN	22202	USS Benhorn	AIR	V3	0	6/21/2005 1:31:55 PM	9/1/2007

Personnel Information

3. From the Edit Person dialog, edit any desired data by selecting from available drop-down entries and typing into the text boxes including the Comment and Message fields at the bottom of the form.

Edit Person

4. Click 'OK' to save edited information.



Personnel Accountability System for the Common Access Card

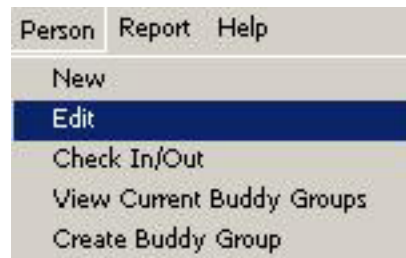


OR

Click 'Cancel' to quit without making changes.

Using the Check In/Out Menu or Shortcut Button

1. From the Main Screen, click the 'Person' menu from the menu bar at the top of the screen and select 'Edit'



Edit Person

OR

Click on the 'Edit Person' shortcut button from the vertical tool bar located on the right side of the Main Screen.



Edit Person Shortcut Button

2. From the 'Find Person to Edit' screen, select the desired filter option from the 'Select by' drop-down menu box.
3. Type in desired search criteria into the text box to the right of the 'Select by' drop-down menu box.



Personnel Accountability System for the Common Access Card



Last Name	First Name	Branch	SSN (Last 4 digits)	Rank	Command/Battalion	Department/Company	Division/Platoon	Dept/Comp	Div/Pltn	Lib. Risk	Last Status Change	Expiration
ABNEY	BARRON	USN						ENG	A	0	7/10/2005 19:46:04	6/1/2005
ADAMS	KENNETH	USN						DECK	1ST	0	7/10/2005 19:46:04	7/1/2005
ALCALA	ERICK	USN						AIR	V3	0	7/10/2005 19:46:05	9/1/2007
ALEX	THOMAS	USN						CS	CA1	0	7/10/2005 19:46:04	8/1/2005
ALINDOOGAN	ERROL	USN						ENG	EE	0	7/10/2005 21:23:16	5/1/2006
ALLEN	FRANK	USN	PO1	22202	USS BHR			CS	CO	0	7/10/2005 19:46:04	9/1/2005
ALONZO	JAKE	USN	SN	22202	USS BHR			AIR	V1	0	7/10/2005 19:46:05	8/1/2007
AMERSON	RONALD	USN	PO3	22202	USS BHR			EXEC	X1	0	7/10/2005 19:46:05	6/1/2005
ANCHETA	ALFRED	USN	PO2	22202	USS BHR			AIR	V3	0	7/10/2005 19:46:04	5/1/2008
ANDERSEN	TARA	USN	SN	22202	USS BHR			DECK	1ST	0	7/10/2005 19:46:05	5/1/2007
ANDREWS	CHRISTOPHER	USN	SA	22202	USS BHR			ENG	MP	0	7/10/2005 19:46:06	10/1/2007
ANSPAUGH-SNOW	DARRELL	USN	SR	22202	USS BHR			ENG	MP	0	7/10/2005 19:46:06	4/1/2009
BAHAY	DONA	USN	PO1	22202	USS BHR			SUP	S9	0	7/10/2005 19:46:04	3/1/2008
BALANA	RAFAEL	USN	PO2	22202	USS BHR			AIMD	IM3	0	7/10/2005 19:46:04	6/1/2006
BARNES	CHARLES	USN	PO1	22202	USS BHR			CS	CR1	0	7/10/2005 19:46:04	7/1/2006
BARNETT	SAMUEL	USN	SN	22202	USS BHR			CS		0	7/10/2005 19:46:05	4/1/2009
BARTEL	DANIEL	USN	SN	22202	USS BHR			OPS	OT	0	7/10/2005 19:46:05	5/1/2008
BAUTISTA	JACQUELINE	USN	PO3	22202	USS BHR			SUP	S6	0	7/10/2005 19:46:05	9/1/2006
BECROVIC	SANEL	USN	PO3	22202	USS BHR			ENG	EE	0	7/10/2005 19:46:05	7/1/2005
BERG	CHRISTINA	USN	SN	22202	USS BHR			EXEC	X2	0	7/10/2005 19:46:05	9/1/2006
BETCHER	TODD	USN	PO2	22202	USS BHR			DECK	DALT	0	7/10/2005 19:46:04	1/1/2007
BILEN	JAYSON	USN	PO3	22202	USS BHR			AIMD	IM2	0	7/10/2005 19:46:05	8/1/2004
BOLDEN	LEE	USN	SN	22202	USS BHR			NAV	NN	0	7/10/2005 19:46:05	8/1/2007
BRAUNE	JUSTIN	USN	ENS	22202	USS BHR			OPS	OI	0	7/10/2005 19:46:03	7/1/2006
BROWN	JAMES	USN	PO3	22202	USS BHR			EXEC	X4	0	7/10/2005 19:46:05	5/1/2005
BROWN	MATTHEW	USN	PO3	22202	USS BHR			EXEC	X3	0	7/10/2005 19:46:05	10/1/2008
BROWN	ALVIN	USN	SN	22202	USS BHR			SUP	S10	0	7/10/2005 19:46:05	12/1/2004
BROWN	JIMMY	USN	CPO	22202	USS BHR			ENG	A	0	7/10/2005 19:46:04	12/1/2007

Find Person to Edit

- From the Edit Person dialog, edit any desired data by selecting from available drop-down entries and typing into the text boxes including the Comment and Message fields at the bottom of the form.

Edit Person

- Click 'OK' to save edited information.

OR

Click 'Cancel' to quit without making changes.



5 REPORTS

This section describes reports generated by PAS/CAC and the processes for producing desired results. Each report provides varying search and sort options that allow Users to produce detailed reports of Cardholder and User activity. With the exception of the 'Current Snapshot' report, reports may also be generated from archived data. Once a requested report has been displayed, the following options are available to the User from the horizontal tool bar at the top of the report page.



Report Display Toolbar

- ◆ Go to a specific page (for multiple page reports)
- ◆ Close the current view
- ◆ Print the Report
- ◆ Refresh the report
- ◆ Export the report (in varying formats)
- ◆ Zoom
- ◆ Search Text

5.1 Current Snapshot Report

This report displays the current status allows Users to show personnel and their current 'check in' status.

1. Click on 'Report' from the menu bar then select 'Run Report'. from the menu.



Report, Run Report

2. Select the 'Snapshot' radio button in the 'Reports' dialog.



Personnel Accountability System for the Common Access Card



Reports

Report Type

☒ Snapshot ☐ Event ☐ Accountability

☐ Buddy Exception ☐ Error

Sort by:

Search Criteria

Search by:

Reports, Snapshot

3. In the 'Sort by' pull down menu, select from the available sort options to sort the report results by a particular data field.
4. Select an element in the 'Search by' pull down menu to filter report results by a particular data element. Then specify the search criteria for report results to be returned by entering or selecting it in the text box or pull down menu to the right of 'Search by' pull down menu.
5. Select 'View' to display the report.

Snapshot Report											
7/11/2005											
Status	Date/Time Last	Last Name	First Name	Rank	Com/ Bat	Dept/ Co	Div/ Pltn	Duty Sect	Liberty Risk	Expiration Date	
In	7/10/05 19:46	ABNEY	BARRON	PO2	USS BHR	ENG	A	5	0	6/1/05	
In	7/10/05 19:46	ADAMS	KENNETH	PO3	USS BHR	DECK	1ST	5	0	7/1/05	
In	7/10/05 19:46	ALCALA	ERICK	SN	USS BHR	AIR	V3	5	0	9/1/07	
In	7/10/05 19:46	ALEX	THOMAS	PO2	USS BHR	CS	CA1	5	0	8/1/05	
Out	7/10/05 21:23	ALINDOGAN	ERROL	PO3	USS BHR	ENG	IE	5	0	5/1/06	
In	7/10/05 19:46	ALLEN	FRANK	PO1	USS BHR	CS	CO	5	0	9/1/05	
In	7/10/05 19:46	ALONZO	JAKE	SN	USS BHR	AIR	V1	5	0	8/1/07	
In	7/10/05 19:46	AMERSON	RONALD	PO3	USS BHR	EXEC	X1	5	0	6/1/05	
In	7/10/05 19:46	ANCHETA	ALFRED	PO2	USS BHR	AIR	V3	5	0	5/1/08	
In	7/10/05 19:46	ANDERSEN	TARA	SN	USS BHR	DECK	1ST	5	0	5/1/07	
In	7/10/05 19:46	ANDREWS	CHRISTOPHER	SA	USS BHR	ENG	MP	5	0	10/1/07	
In	7/10/05 19:46	ANSPAUGHSNOW	DARRELL	SR	USS BHR	ENG	MP	5	0	4/1/08	
In	7/10/05 19:46	BAIRY	DONA	PO1	USS BHR	SUP	S9	5	0	3/1/08	
In	7/10/05 19:46	BALANA	RAFAEL	PO2	USS BHR	AIMD	IM3	5	0	6/1/06	
In	7/10/05 19:46	BARNES	CHARLES	PO1	USS BHR	CS	CR1	5	0	7/1/06	
In	7/10/05 19:46	BARNETT	SAMUEL	SN	USS BHR	CS		5	0	4/1/09	
In	7/10/05 19:46	BARTEL	DANIEL	SN	USS BHR	OPS	OT	5	0	5/1/08	
In	7/10/05 19:46	BAUTISTA	JACQUELINE	PO3	USS BHR	SUP	S6	5	0	9/1/06	
In	7/10/05 19:46	BECHROVIC	SANEL	PO3	USS BHR	ENG	EE	5	0	7/1/05	
In	7/10/05 19:46	BERG	CHRISTINA	SN	USS BHR	EXEC	X2	5	0	9/1/06	
In	7/10/05 19:46	BETCHER	TOOD	PO2	USS BHR	DECK	DALT	5	0	1/1/07	
In	7/10/05 19:46	BILEN	JAYSON	PO3	USS BHR	AIMD	IM2	5	0	8/1/04	
In	7/10/05 19:46	BOLDEN	LEE	SN	USS BHR	NAV	NN	5	0	8/1/07	
In	7/10/05 19:46	BRAUNE	JUSTIN	ENS	USS BHR	OPS	OI	5	0	7/1/06	
In	7/10/05 19:46	BROWN	JAMES	PO3	USS BHR	EXEC	X4	5	0	5/1/05	
In	7/10/05 19:46	BROWN	MATTHEW	PO3	USS BHR	EXEC	X3	5	0	10/1/06	
In	7/10/05 19:46	BROWN	ALVIN	SN	USS BHR	SUP	S10	5	0	12/1/04	
In	7/10/05 19:46	BROWN	JIMMY	CPO	USS BHR	ENG	A	5	0	12/1/07	
In	7/10/05 19:46	BRYANT	REGINA	PO2	USS BHR	AIMD	IM1	5	0	7/1/06	
In	7/10/05 19:46	BUTALO	BRIAN	SN	USS BHR	AIMD	IM1	5	0	6/1/06	
In	7/10/05 19:46	BURLESON	CONRAD	PO2	USS BHR	CS	CA1	5	0	8/1/06	
In	7/10/05 19:46	CAISAGUANO	FAUSTO	SN	USS BHR	EXEC	X2	5	0	11/1/05	
In	7/10/05 19:46	CAMACHOPADRON	ROBERTO	SN	USS BHR	ENG	MP	5	0	2/1/07	
In	7/10/05 19:46	CAMPOLLA	CHARLES	PO3	USS BHR	ENG	EE	5	0	6/1/06	
In	7/10/05 19:46	CAMPOS	HENRY	PO3	USS BHR	AIR	V3	5	0	10/1/05	
In	7/10/05 19:46	CARIAGA	RODEL	CPO	USS BHR	ENG	A	5	0	5/1/05	
In	7/10/05 19:46	CATPS	EMILY	SN	USS BHR	NAV	NN	5	0	11/1/08	
In	7/10/05 19:46	CATHEY	BRANDON	SN	USS BHR	SUP	S3	5	0	7/1/09	
In	7/10/05 19:46	CHANTHAVONG	VISSANA	PO2	USS BHR	AIMD	IM2	5	0	1/1/07	

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Snapshot Report Display



Personnel Accountability System for the Common Access Card



5.2 Buddy Exception Report

This report allows Users to show personnel assigned to Buddy groups who failed to check in with all buddies assigned to that group within a specified time interval. The Buddy Group feature must be enabled for this report to be run successfully.

1. Click on 'Report' from the menu bar then select 'Run Report'. from the menu.



Report, Run Report

2. Select the 'Buddy Exception' radio button in the 'Reports' dialog.

Reports, Buddy Exception

3. In the 'Sort by' pull down menu, select from the available sort options to sort the report results by a particular data field.
4. Select an element in the 'Search by' pull down menu to filter report results by a particular data element. Then specify the search criteria for report results to be returned by entering or selecting it in the text box or pull down menu to the right of 'Search by' pull down menu.
5. Select the 'Start Date/Time' and 'End Date/Time' to specify a Date/Time range for events or activity to be presented in the report results.



Personnel Accountability System for the Common Access Card



6. Select 'View' to display the report.

Buddy Exception Report										
7/11/2005										
Bud ID	Date/ Time Out	Date/ Time In	Gap	Last Name	First Name	Rank	Com/ Bat	Dept/ Co	Div/ Ptn	Duty Sect
1	7/10/05 21:23	7/11/05 5:29	15	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI
1	7/10/05 21:23		15	ALINDOGAN	ERROL	PO3	USS BHR	ENG	EE	5

Buddy Exception Report Display



Personnel Accountability System for the Common Access Card



5.3 Event Report

The Event Report displays all events by type (Check In/Out, User Login/Logout and Manual Check In/Out) that have occurred within a specified date/time range.

1. Click on 'Report' from the menu bar then select 'Run Report'.
2. Select the 'Event' radio button in the 'Reports' dialog.
3. In the 'Sort by' pull down menu, select from the available sort options to sort the report results by a particular data field.
4. Select an element in the 'Search by' pull down menu to filter report results by a particular data element. Then specify the search criteria for report results to be returned by entering or selecting it in the text box or pull down menu to the right of 'Search by' pull down menu.
5. Select the 'Start Date/Time' and 'End Date/Time' to specify a Date/Time range for events or activity to be presented in the report results.
6. Select 'View' to display the report.

Event Report										
7/11/2005										
Event Type	Last Name	First Name	Rank	Com/ Bat	Dept/ Co	Div/ Pltn	Duty Sect	Location	Date/ Time	
Log In	TESTERONE	JDM		CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 10:23	
Log Out	TESTERONE	JDM		CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 10:30	
Log In	TESTERONE	JDM		CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 13:48	
Log Out	TESTERONE	JDM		CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 16:47	
Log In	TESTERONE	JDM		CAC PMO	CNI	PMO	PKI	MIKE1	7/10/05 16:00	
Check In	TESTERTHREE	JDM	CPO	CAC PMO	CNI CAC	PKI	CAC	MIKE1	7/10/05 16:01	
Check Out	TESTERTHREE	JDM	CPO	CAC PMO	CNI CAC	PKI	CAC	MIKE1	7/10/05 16:02	
Check In	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 16:32	
Check Out	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 16:32	
Check In	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 16:36	
Check Out	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 17:50	
Check In	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 20:46	
Manual Check Out	ALINDOGAN	ERROL	PO3	USS BHR	ENG	EE	5	MIKE1	7/10/05 21:23	
Check Out	TESTER FIVE	JDM	PO3	CNI	CAC PMO	PMO	PKI	MIKE1	7/10/05 21:23	

Event Report Display



Personnel Accountability System for the Common Access Card



5.4 Error Report

The Error Report shows all errors that have occurred in the PAS/CAC application within a specified date/time range.

1. Click on 'Report' from the menu bar then select 'Run Report'.
2. Select the 'Error' radio button in the 'Reports' dialog.
3. In the 'Sort by' pull down menu, select from the available sort options to sort the report results by a particular data field.
4. Select an element in the 'Search by' pull down menu to filter report results by a particular data element. Then specify the search criteria for report results to be returned by entering or selecting it in the text box or pull down menu to the right of 'Search by' pull down menu.
5. Select the 'Start Date/Time' and 'End Date/Time' to specify a Date/Time range for events or activity to be presented in the report results.
6. Select 'View' to display the report.

Error Report					
7/11/2005					
Last Name	First Name	Rank	Error Description	Location	Date/Time

Error Report Display



Personnel Accountability System for the Common Access Card



5.5 Accountability Report

The Accountability Report displays all User Log In and Log Out events and manual Check In and Check Out transactions of Cardholders within a specified date/time interval.

1. Click on 'Report' from the menu bar then select 'Run Report'.
2. Select the 'Accountability' radio button in the 'Reports' dialog.
3. In the 'Sort by' pull down menu, select from the available sort options to sort the report results by a particular data field.
4. Select an element in the 'Search by' pull down menu to filter report results by a particular data element. Then specify the search criteria for report results to be returned by entering or selecting it in the text box or pull down menu to the right of 'Search by' pull down menu.
5. Select the 'Start Date/Time' and 'End Date/Time' to specify a Date/Time range for events or activity to be presented in the report results.
6. Select 'View' to display the report.

Accountability Report										
7/11/2005										
Last Name	First Name	Rank	Role	Com/Bat	Dept/Co	Div/Pltn	Duty Sect	Location	Date/Time	Oper In/Out
TESTERONE	JDM		Admin	CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 10:23	IN
TESTERONE	JDM		Admin	CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 10:30	OUT
TESTERONE	JDM		Admin	CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 13:48	IN
TESTERONE	JDM		Admin	CAC PMO	CNI	PMO	PKI	MIKE1	7/9/05 16:47	OUT
TESTERONE	JDM		Admin	CAC PMO	CNI	PMO	PKI	MIKE1	7/10/05 16:00	IN
ALINDOGAN	ERROL	PO3	Cardholder	USS BHR	ENG	EE	S	MIKE1	7/10/05 21:23	MO

Accountability Report Display